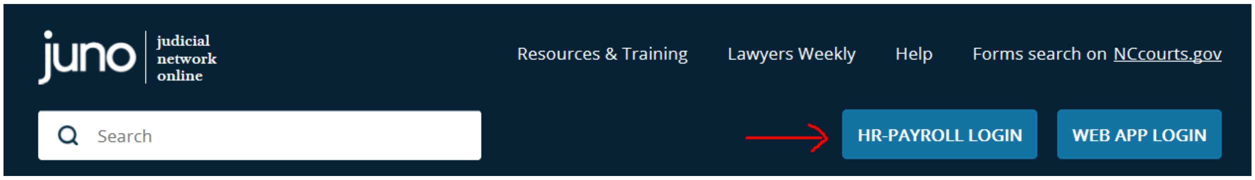
JUDICIAL BRANCH of NORTH CAROLINA
GENERAL COURT of JUSTICE

TIME AND LEAVE INFORMATION
NEGATIVE TIME EMPLOYEE

Once you have access to the Integrated HR-Payroll System, you may begin recording your time / leave entries and check on your personal data, including your bank details and tax information. It is important for you to enter your time / leave accurately and on a current basis (weekly is best) because the system is both a time entry and payroll system. You can find a quick link to the HR-Payroll System on the Juno homepage.



Below are a few of the basics of negative time entry in the HR-Payroll System (formerly referred to as BEACON). This is an overview of the Employee Self Service (ESS) Time Entry training as it applies to Judicial Branch employees. If you have additional questions, you should review the [Employee Self Service Time Entry Course](). The online training is targeted for positive time employees, but it also shows examples for negative time employees.

The HR-Payroll System
As a permanent, full-time, negative time employee, the system assumes that you work 40 hours each week.

Reporting Time / Leave
If you work less than 40 hours in a workweek, you must account for the difference using the appropriate leave type. (More information about leave and leave types to follow.)

If you work more than 40 hours in a workweek, your hiring authority may elect to grant you compensatory leave on an hour for hour basis for any hours over 40. In the HR-Payroll System, you enter only the hours you worked over 40 using Time Worked (code 9500). For more information, see the paragraph **Compensatory Time** on the next page.

The HR-Payroll System is the official record and, as such, subject to both federal and state audit. The System calculates time based on a 40 hour work week and uses **decimals**, not hours:minutes (example: 1 hour and 30 minutes = 1.5, not 1:30). You can access a conversion chart on Juno.

Judicial Branch Workweek

The Judicial Branch workweek begins at midnight Sunday and ends at midnight of the following Sunday. If, for some reason, you are required to work over a weekend, then that time is considered a part of the previous week.

Process for Time / Leave Entry

Time / leave should be entered, released, and approved on a **current, weekly basis even if the week covers the end of one month and the beginning of another month**. Remember, the HR-Payroll System uses a workweek to calculate any compensatory time, not a month or a day.

From the **My Working Time** tab in ESS, click on **Record Working Time**. The system will automatically open to the current week, not the last time you entered time / leave. Therefore, **ensure you are on the correct week** before you start to enter time / leave. Then:

1. **Enter** the number of hour(s) and the appropriate time / leave code(s) on the correct date(s).
2. Click on the **Review** button at bottom of screen – it will take you to a new screen.
3. Click on the **Save** button at bottom of the screen – DO NOT click the exit button if you truly want to save!

Enter time worked over 40 hours and leave taken as it **actually occurred**. Do not record time worked or leave taken before it has actually occurred.

Once you have entered your time / leave, you must release it to your supervisor for approval. Click on **Release Working Time.** Then:

1. Click on the **Select All** button near the bottom of screen – selected rows will change color.
2. Click on the **Review** button under the Select All button – you will be taken to a new screen.
3. Click on the **Save** button at bottom of the screen – DO NOT click the exit button if you truly want to release!

You can continue to change saved and released entries until your supervisor approves. After time / leave is approved, neither you nor your supervisor can change the entries. If corrections are necessary, your supervisor must contact NCAOC Human Resources in writing (email is preferred) to initiate the correction. The email should be sent to the point of contact for your county identified on the HR Salary Administration Assignment Map. Once your supervisor approves your time / leave, the HR-Payroll System updates your leave balances overnight and you will be able to view your balances the following day on your **Time Statement** (log in to the HR-Payroll system, select My Working Time, then Time Statement). The Time Statement is the most accurate account of your balances, once your supervisor has approved your time / leave and the HR-Payroll System processes it overnight.

Holidays

As a negative time employee, the system assumes that you do not work on a holiday observed by the Judicial Branch and no holiday or other leave entry should be made on that day. If you do work on the holiday, you should enter it as time worked (only the number of hours that you worked). Because this is a common source of errors, Human Resources will follow-up with the supervisor to ensure that this entry was correct. Employees who are REQUIRED to work on the holiday will receive appropriate holiday premium pay.

Leave

Vacation and Sick leave accrue each month after one half of the month has elapsed. You will not have access to leave until it is accrued (including compensatory time). If you do not work 40 hours in a week, you must use leave to cover the portion of the 40 hours you did not work. If you do not have enough leave to account for the number of hours you are scheduled to work each week, you will have to use **Leave Without Pay (code 9400)**. A description of leave types can be found on Juno.

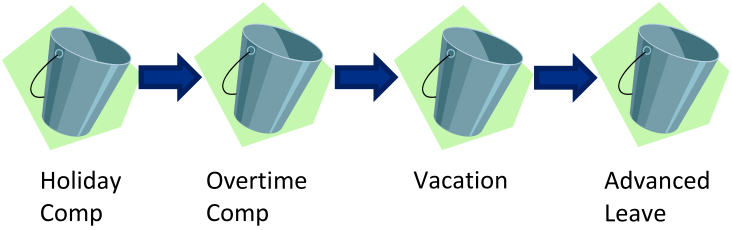
The most common leave types are: Approved Leave (code 9000), Sick Leave (code 9200), and Community Service Leave (code 9560). These codes should be used for specific types of leave discussed in the Judicial Branch HR leave policy. Check with your supervisor for other codes used in your office.

Compensatory Time

If you work more than 40 hours in a week, you will record the extra time as Time Worked (code 9500). **DO NOT** enter this time as Additional Time Worked (code 9510). For example, if you are scheduled to work 8 hours per day Monday through Friday, and you worked 10 hours on Monday, and 8 hours per day the rest of the week, you should record 2 hours on Monday. If you recorded 10 hours, the system would credit you with 10 hours compensatory leave, rather than 2, since it assumes that you are always working your regular schedule of 8 hours per day. You have 365 days from the day compensatory time is earned to use it or it expires and will appear in the expired column on your Time Statement for that month. Time / leave **must** be entered into the HR-Payroll System and approved by the manager before the compensatory time can be used. It is **never** paid out. Compensatory time is included in the Approved Leave hierarchy and will be used before any vacation leave.

Leave "Buckets"

For negative time employees, Approved Leave in the HR-Payroll System includes and is automatically used in this order:



Leave Requests

Please note that the Leave Request portion of the HR-Payroll System is not linked to the actual time / leave entry. When you take leave, you have to enter it under My Working Time, Record Working Time in order for the leave to be deducted from your quota. Check with your supervisor to see how leave requests are handled in your office.

Error Messages When Entering My Time / Leave

Because negative time employees do not enter all time worked, you will rarely enter 40 hours (except when using a full week of leave). You may see the following messages:

- On the My Working Time Screen: *In the last 30 days there are XX workdays on which you have recorded not enough hours or too many hours.* It is not an error on your part. It means that you have recorded time / leave that is not equal to 8 hours. For example, you may have taken 4 hours of sick leave. It is correct to have only entered 4 hours of sick leave and nothing else for that day.
- Under Record Working Time: Yellow exclamation with a message of *number of hours recorded XX exceeds target hours 8.00.* This means that you have recorded a greater number of hours than 8. The message is intended to caution you to check your entries. If this is not an error on your part, you can proceed with saving your entries.

Periodically, as we audit time / leave records, you may receive an email from someone in Human Resources questioning your time / leave entries, or lack thereof, to verify the accuracy. Please respond to those emails in a timely manner so that your pay and leave balances will always be accurate.

If you have ANY problems getting into the Payroll System or entering your time / leave once access is granted, please contact HR for assistance.